

# TEACHING THE 3 KEYS TO SCHOOL SUCCESS

Success in school is highly related to students' school behaviors, organization skills, and learning strategies. These skills must increasingly be modeled, practiced, reviewed and actively taught in today's classrooms beginning at an early age.

## TEACH SCHOOL BEHAVIORS:

<b>BEFORE CLASS:</b> <ul style="list-style-type: none"><li>C Arrive on time.</li><li>C Enter in a pleasant manner.</li><li>C Bring all materials to class.</li><li>C Get ready for learning.</li></ul>	<b>DURING CLASS:</b> <ul style="list-style-type: none"><li>C Follow classroom rules.</li><li>C Listen carefully.</li><li>C Work during class.</li><li>C Follow teacher directives.</li><li>C Ask for assistance.</li><li>C Move quickly to new activity.</li></ul>	<b>AFTER CLASS:</b> <ul style="list-style-type: none"><li>C Take materials home.</li><li>C Complete homework adequately.</li><li>C Bring homework back.</li><li>C Know who to call when absent or for help.</li></ul>
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## TEACH ORGANIZATION SKILLS:

<ul style="list-style-type: none"><li>C Organization of materials (e.g., use of notebook or folders)</li><li>C Organization of time (e.g., use of calendar, scheduling work)</li><li>C Organization of content on paper (e.g., heading, margins)</li></ul>
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## TEACH LEARNING STRATEGIES:

<p><b>Gaining information.</b> Strategies for:</p> <ul style="list-style-type: none"><li>C Reading expository materials (Textbook-type information)</li><li>C Reading narrative materials (Novels, Dialogue-type reading)</li><li>C Gaining information from verbal presentations (lectures, demonstrations)</li></ul> <p><b>Demonstrating knowledge or skills.</b> Strategies for:</p> <ul style="list-style-type: none"><li>C Completing daily assignments</li><li>C Answering written questions</li><li>C Preparing a group oral or written report</li><li>C Preparing an individual oral report</li><li>C Writing narrative and expository products</li><li>C Preparing for and taking tests</li></ul>
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Student: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

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Adapted from presentation materials by Anita Archer/Mary Gleason, "Skills for School Success".

Diana Browning Wright, *Behavior/Discipline Trainings*

# Before-Class Behaviors

I am working on these behaviors:

- ☐ 1. Bringing the materials I need.
- ☐ 2. Arriving on time.
- ☐ 3. Entering quietly and going to my place.
- ☐ 4. Getting ready for the first activity.

## During-Class Behaviors

I am working on:

- ☐ 1. Following the classroom rules.
- ☐ 2. Listening carefully.
  - ☐ • Looking at my teacher.
  - ☐ • Thinking about what my teacher is saying.
  - ☐ • Planning what I need to do next.
- ☐ 3. Working during class.
- ☐ 4. Asking help from the right person when I need it.
  - ☐ • Stating my question clearly.
  - ☐ • Listening to my helper.
  - ☐ • Thanking my helper.
- ☐ 5. Changing activities quickly/quietly/on time.

## KEYS TO SUCCESS EVALUATION

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher/Class: \_\_\_\_\_

Success in school requires a student to use good behavior, organization and learning strategies.

I have: ☐ self-reviewed  
☐ participated in a talk with a teacher

I have \* = areas I especially want help with, ! = area my teacher is concerned about

<i>Mastered</i>	<i>Partially mastered</i>	<i>Need Help With</i>	<b>Before Class School Behaviors:</b>
			C Arrive on time.
			C Enter in a pleasant manner
			C Bring all materials to class.
			C Get ready for learning
			<b>During Class School Behaviors:</b>
			C Follow classroom rules.
			C Listen carefully.
			C Work during class.
			C Follow teacher directives.
			C Ask for assistance.
			C Move quickly to new activity.
			<b>After Class School Behaviors:</b>
			C Take materials home.
			C Complete homework adequately.
			C Bring homework back.
			C Know who to call when absent or for help.

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<i>Mastered</i>	<i>Partially Mastered</i>	<i>Need Help With</i>	<b>Organization Skills:</b>
			C Organization of materials (e.g., use of notebook or folders)
			C Organization of time (e.g., use of calendar, scheduling work)
			C Organization of content on paper (e.g., heading, margins)
			<b>Gaining Information-Learning Strategies</b>
			C Reading expository materials (Textbook-type information)
			C Reading narrative materials (Novels, Dialogue-type reading)
			C Gaining information from verbal presentations (lectures, demonstrations)
			<b>Demonstrating Knowledge/Skills-Learning Strategies</b>
			C Completing daily assignments
			C Answering written questions
			C Preparing a group oral or written report
			C Preparing an individual oral report
			C Writing narrative and expository products
			C Preparing for and taking tests

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# NOTEBOOK ORGANIZATION MONITORING

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

	Date:	Date:	Date:	Date:	Date:
1. Brought notebook into class.	+ -	+ -	+ -	+ -	+ -
2. Papers are filed correctly.	+ -	+ -	+ -	+ -	+ -
3. Extra paper is in the notebook.	+ -	+ -	+ -	+ -	+ -
4. All materials are present (pen/pencil, etc.) in pouch.	+ -	+ -	+ -	+ -	+ -
5. Calendar in the notebook.	+ -	+ -	+ -	+ -	+ -
6. Assignments are up to date on calendar.	+ -	+ -	+ -	+ -	+ -
Total:	___	___	___	___	___
Initial:	___	___	___	___	___

	Date:	Date:	Date:	Date:	Date:
1. Brought notebook into class.	+ -	+ -	+ -	+ -	+ -
2. Papers are filed correctly.	+ -	+ -	+ -	+ -	+ -
3. Extra paper is in the notebook.	+ -	+ -	+ -	+ -	+ -
4. All materials are present (pen/pencil, etc.) in pouch.	+ -	+ -	+ -	+ -	+ -
5. Calendar in the notebook.	+ -	+ -	+ -	+ -	+ -
6. Assignments are up to date on calendar.	+ -	+ -	+ -	+ -	+ -
Total:	___	___	___	___	___
Initial:	___	___	___	___	___